



**City of Austin**  
**Small & Minority Business Resources Department**

**MBE/WBE Annual Change Affidavit**

**ONLY IF CHANGES HAVE OCURRED** (i.e. ownership, structure, management and control, and/or nature of business, address, phone and/or fax numbers, etc.) since the last certification renewal, please complete this form. Please be sure to provide updated applicable registrations, license(s) and/or permits (such as Architect, Engineer, etc.)

MBE/WBE Firm Name: \_\_\_\_\_

**Please check all applicable changes to your firm:**

\_\_\_\_ Address (physical or mailing) **Please update information in the City's Purchasing VSS System at <http://www.ci.austin.tx.us/purchase>.** If you need assistance in making these changes, please contact Vendor Registration at (512) 974-2018, or by email at [VendorReg@ci.austin.tx.us](mailto:VendorReg@ci.austin.tx.us)

\_\_\_\_ Nature of firm's business

\_\_\_\_ Current **PERSONAL NET WORTH** (PNW) exceeds \$1,300,000 (Personal Net Worth excludes your personal residence and the M/WBE business. Include all non-MBE/WBE business Property, furnishing, jewelry, stocks, bonds, IRA's, livestock, etc.)

\_\_\_\_ Change in ownership and control

\_\_\_\_ Change in business structure

\_\_\_\_ Other change

**Explain details of change identified and new information:**

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I acknowledge that providing false or misleading information to the City of Austin in connection with an application for or challenge to a certification or recertification is a violation of the Austin City Code §§ 2-9A-25, 2-9B-25, 2-9C-25 and 2-9D-25 and may result in sanctions.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared (name) \_\_\_\_\_, to me personally known, who, being duly sworn, did execute the affidavit and did so as his or her free act and deed.

(SEAL/STAMP)

Notary Public \_\_\_\_\_ Commission Expires \_\_\_\_\_

**RETURN ORIGINAL NOTARIZED AFFIDAVIT, AND MOST RECENT BUSINESS TAX RETURN TO:  
City of Austin, Small & Minority Business Resources Department  
Certification Office  
P.O. Box 1088,  
Austin, TX 78767**

**Telephone: (512) 974-7645 Fax: (512) 974-7609**